APPRENTICESHIP REPORT PT. KLK DUMAI FINANCE DEPARTMENT

KAMISAH 5404211362



APPLIED BACHELOR DEGREE OF INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM BUSINESS ADMINISTRATION DEPARTMENT STATE POLYTECHNIC OF BENGKALIS BENGKALIS - RIAU

2025

APPRENTICESHIP REPORT

PT. KLK DUMAI

Written as one of the requirements to completing Apprenticeship

KAMISAH 5404211362

Dumai, 31 Mei 2025

Account Supervisor Finance PT. KLK Dumai ADVISOR

Excellence in Oleochemicals

Fitri Afriani NIK. 1310100057 Adrian Irnanda Pratama, S. Sos., M.B.A NIP. 198911172019031012

Approved by Head of International Business Administration Study Program

> Wan Junya Raffah, B.Sc., M. Ec. Dev NIV. 198406142018032001

ACKNOWLEDGEMENT

Praise and gratitude the author expresses to the presence of Allah SWT because of His grace and gifts, the author can complete this report well and on time. This report is prepared as one of the requirements to fulfill the final assignment of the study program and as a form of accountability for the implementation of the internship activities that the author has undergone at PT. KLK Dumai. Through this internship activity, the author gained a lot of experience and direct understanding of the work system in the industrial world, especially in the field of financial administration of the Company.

The author realizes that this report is not free from the assistance and guidance of various parties. Therefore, the author would like to express the deepest gratitude to:

- 1. Allah SWT, for the opportunity to live, the abundance of grace, and His guidance that provides strength and ease to the author in undergoing the internship activities and preparing this report.
- 2. Mr. Johny Custer, S.T., M.T, as the Director of Politeknik Negeri Bengkalis.
- 3. Mr. Armada, S.T., M.T., as the Deputy Director I of Politeknik Negeri Bengkalis.
- 4. Mrs. Supriati, S.ST., M.Si, as the Head of the Business Administration Department of Politeknik Negeri Bengkalis.
- 5. Mrs. Wan Junita Raflah, B.Sc., M.Ec.Dev, as the Head of the International Business Administration Study Program.
- 6. Mr. M. Alkadri Perdana, B.IT., M.Sc, as the Internship Coordinator of the International Business Administration Study Program.
- 7. Mr. Adrian Irnanda Pratama, S.Sos., M.B.A, as the Supervisor of the Internship Report who has provided guidance, advice, and motivation in the preparation of this report.
- 8. Parents and family who always provide moral support and motivation to the author.
- 9. Mrs. Khalifah, as the Finance Manager of PT KLK Dumai.

10. Kak Fitri Afriani, as the Finance Supervisor of PT KLK Dumai and also the Field Supervisor during the internship activities.

The author realizes that this report still has shortcomings, both in terms of content and presentation. Therefore, the author greatly hopes for constructive criticism and suggestions for the improvement of this report in the future. Hopefully, this report can provide benefits for readers and become a useful reference, especially for students who will carry out similar internship activities.

Dumai, May 31, 2025

The Author

KAMISAH 5404211362

TABLE OF CONTENTS

APPRENTISHIP REPORT REPORT	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENTS	v
LIST OF FIGURES	vii
LIST OF TABLES	viii
LIST OF APPENDICES	ix
CHAPTER I INTRODUCTION	1
10.1 Background of the Apprenticeship	1
10.2 Purpose of the Apprenticeship	4
10.3 Significances of the Apprenticeship	4
CHAPTER II GENERAL DESCRIPTION OF THE COMPA	NY 6
2.1 Company Profile	4
2.1.1. Brief History of PT KLK Dumai	4
2.2 Vision and Mission	8
2.3 Kind of Business Industry Sector	9
2.4 Organizational Structure	11
2.5 Work Process	13
2.6 Documents Used for Activities	16
CHAPTER III SCOPE OF THE APPRENTICESHIP	23
3.1 Job Description	23
3.2 System and Procedures	24
3.3 Place of Apprenticeship	31
3.4 Kind and Description of the Activity	31
3.5 Obstacles and Solution	42
CHAPTER IV CONCLUSION AND SUGESTION	45
4.1 Conclusion	45
4.2 Suggestions	45
REFERENCES	46